



HEADQUARTERS
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17 October 2005

MEMORANDUM FOR CAP/AK WING SQUADRONS

FROM: CC

SUBJECT: Alaska Wing Policy No. 10
Travel Reimbursement Policy

1. This memorandum summarizes the travel policies of the Alaska Wing, Civil Air Patrol (AKWCAP). The purpose of these policies is to provide reimbursement for actual, reasonable and necessary expenses while traveling on AKWCAP business.

2. **Travel Authorization:** The request for approval shall be in writing and submitted to the Finance Committee with thirty-day advance notice. Any deviation from approved travel plans must be documented and approved by the Finance Committee prior to travel. Any AKWCAP member, who is requesting reimbursement (no matter what the amount) shall submit an Expenditure Request (AKWG Form 12) to the Finance Committee for prior approval.

3. **Documentation:** All AKWCAP members or employees are required to submit original receipts for any expense the request reimbursement for from AKWCAP attached to the Expense Report provided by AKWGHQ. These receipts should include meal expenses, cab fare, rental cars, hotel charges, and other charges necessary to conduct the official business function. If a copy of the credit card receipt is used for proof of purchase, the **original** customer copy of credit card charge receipts **must** be submitted. Reimbursement of unsupported expenses will be disallowed. Costs unnecessary to conduct official business are not authorized.

4. **Other Expenses:** Other allowable expenses include taxi fares, ferry/shuttle services, business telephone calls and other expenses necessary to **conduct** AKWCAP business. The AKWCAP does not reimburse for alcoholic beverages, tips, traffic violations, parking fines, lost airline tickets or similar expenses or first class/comfort class airfares or upgrades to coach airfare or long-term personal vehicle parking at parking facilities unless approved by the Wing Commander. The AKW does not reimburse expenses incurred by the authorized CAP member for family members that traveled with the CAP member.

5. **Food Costs:** Invoices and/or receipts must support individual expenses up to, but not to exceed (\$ 30.00 per day for National reimbursement) and (\$ 40.00 per day for AKWCAP reimbursement) for food. **However, if a traveler spends less than this, they will be reimbursed only for actual expense.**

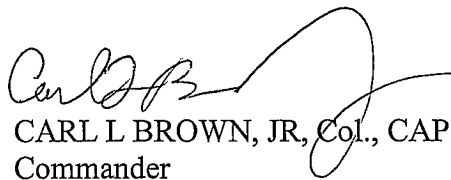
6. The following shall be attached to the Expense Report when it is submitted for final payment:

- a copy of the airline or other ticket
- **original** hotel receipts
- **receipts** for miscellaneous expenses
- a copy of the rental car agreement (when approved)
- **original** meal receipts

7. **Unused Transportation and Accommodations:** When a member or employee finds they will not be using accommodations that have been reserved, the member or employee shall release them within the time limits specified by the carrier and/or hotel. The AKWCAP will not normally reimburse charges incurred as a result of failure to release accommodations.

8. **Travel Advances:** An advance of approximately 90% of the estimated mean and incidental expense allowance may be made to a member or employee before the member or employee enters travel status. Upon completion of a trip, for which an advance has been issued, the member or employee is required to fill out a Travel Authorization (TA) within (5) business days of completion of trip. If the member or employee is due an additional amount, final payment shall be made within ten (10) business days of the receipt of a properly completed TA. **Members or employees shall not receive an additional travel advance until all previous advances have been closed out.**

9. **Waivers:** During extenuating circumstances these policies may be waved by the Alaska Wing Commander.


CARL L BROWN, JR, Col., CAP
Commander